

Custodial, Labor and Trades Branch  
Unskilled and Semi-Skill Labor Group  
Museum Series

**MUSEUM OPERATIONS ASSISTANT**

05/98(SAC)

*Summary*

Under general supervision, install art work or other objects, fabricate museum exhibit components and assist with building security, maintenance and operations.

*Typical Duties*

Move, install, and store exhibit components, paintings, statuary and other art objects. Involves: placing protective pads between and around art to ensure against damage; lifting art objects and moving to designated area; hanging paintings, and positioning statuary and other objects on stands as directed; measuring and marking floor layouts.

Fabricate exhibit components. Involves: conferring with staff to plan and construct wall panels, pedestals and other display items; installing and adjusting lighting and sound equipment as required; preparing and painting various surfaces with rollers, brushes or sprayers; examining exhibits for damage and performing minor repairs.

Assist with building security, maintenance and operations. Involves: monitoring closed circuit security cameras located in galleries, parking lots and other museum locations; notifying supervisor or others of unusual circumstances; operating video camera recorders; answering questions and giving directions, as requested; setting up and storing tables chairs, risers, and equipment for museum and Arts Festival Plaza events; performing custodial work before, after or during events, if required; placing informational materials in exhibit.

Perform related duties as required. Involves: substituting, if assigned, for coworkers during temporary absences by performing specified duties and responsibilities essential to maintaining continuity of operations.

*Minimum Qualifications*

Training and Experience: Graduation from high school and one (1) year of experience installing art works or assisting in building maintenance and repair; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Some knowledge of : equipment, tools and materials used in general maintenance and repair; methods and techniques of preparing various surfaces for painting; methods and procedures of handling and installing art work.

Ability to: assemble and fabricate museum exhibit components; interpret scaled diagrams of exhibit layouts; follow oral and written instructions; establish and maintain effective working relationships with fellow employees; communicate effectively, both orally and in writing; maintain mental alertness when monitoring security camera.

Skill in: safe operation and care of mechanical and hand tools used to fabricate museum exhibits; handling and installing art work.

*Physical Requirements:* frequently lift and carry heavy objects (up to 50 pounds).

*Special Requirements:* work various shifts and weekends.

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Director of Personnel

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Department Head